

12 DEC 1963

MEMORANDUM FOR: Executive Assistant to the DD/S

FROM : CIA Records Administration Officer  
SUBJECT : Records Center Activities

1. In my memorandum to the DD/S, dated 8 October 1963, Subject: Records Center Activities, I stated, "Assuming a net growth of 8,760 cubic feet per year (average of past 5 years) the Center will be filled by about January 1966".

2. In that memorandum I listed five steps that had been taken to provide adequate storage space in our present Records Center beyond January 1966. These steps were designed to provide long and short term relief, and while it is too soon to determine their effectiveness we have experienced some encouraging results already. For instance:

- a. The net growth of records from 1 July to 1 December 1963 amounted to 1181 cubic feet compared to 2,519 cubic feet for the same period in 1962 (a reduction of about 60%).
- b. DD/P has recently agreed to the destruction of an estimated 1,000 cubic feet of their records; this is relatively small compared to the total, but it is a "break through".
- c. Records Control Schedules currently being revised in DD/P, OTR, OSA and Communications will reduce existing retention periods.
- d. OSA and OTR recently authorized the destruction of an estimated 836 cubic feet of intelligence materials.
- 3. In addition to the above, I want to point out:
  - a. Records In Headquarters Offices on 30 June 1963 (Attachment #1) were 3/10 less than the previous year.
  - b. Records Destroyed By Headquarters (Attachment #2) continue to increase each year; and the volume destroyed each year exceeds those transferred to the Center substantially.
- 4. Based on the encouraging results from actions already taken and expected cumulative effects from their continuation, I believe that the Center will not be filled by January 1966. If, at any time, it appears to me that Center space will be exhausted within a two year period, I will promptly advise you. A Staff Study, however, is now being prepared that will propose other actions required to provide adequate records center storage space during the next 5 years.

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Attachments (2)

DDS/RAO/  (12 Dec '63)

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